

State Library of North Carolina – Library Services and Technology Act

Program-Specific Information & Guidelines, 2012-2013 TECHNOLOGY GRANT

GRANT PURPOSE

LSTA Technology Grants are to help applicant libraries meet the **needs of their users for access to the Internet, computer literacy, and online content** and to provide the opportunity to carry out **technology-intensive projects that improve library services or access to resources.**

- EZ Grants must be single year, are \$25,000 or less, and no Letter of Intent is required.
- Project Grants may be single year or multi-year (up to three years) in length, are over \$25,000 and a Letter of Intent is required. Complete guidelines for multi-year grants are available at <http://statelibrary.ncdcr.gov/lsta/multiyear1213.pdf>.
- Project Grants may involve a single library or they may be collaborative. A collaborative project must be led by a library that will manage the entire project, including making the initial application, acting as fiscal agent, serving as primary contact for the project, maintaining records and paperwork generated by the grant, assuring the successful implementation of the project, and taking responsibility for completion of final reports. Collaborative projects are encouraged, though not required.

Improved Technology services may be achieved through:

- Updating basic hardware/equipment for public access
- Equipping a training lab or collaborative learning space
- Providing equipment/software for persons with disabilities

This grant program supports Goal #3 of the *Library Services & Technology Act Five-Year Plan 2008-2012*: “Promote equal access to 21st century library services for all North Carolinians by providing contemporary and evolving technologies to our state’s libraries through programs designed to address infrastructure, resources, and services.” (<http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>)

ELIGIBLE LIBRARIES

An eligible library or organization may submit only one application in this grant program in the current grant round. The following libraries are eligible to apply for these grants:

- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers);
- libraries serving the member institutions of North Carolina Independent Colleges and Universities;
- qualifying* state agency libraries;
- qualifying* special libraries; and
- the State Library of North Carolina.

*For definitions of qualifying state agency libraries and special libraries, refer to **Appendix A**.

A “library” is the eligible public library system or an administratively separate library in an academic institution. A public library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An academic institution is the parent institution of the library (e.g. UNC-Greensboro). Administratively separate libraries in an academic institution are those libraries with separate administrative and reporting structures within the institution (e.g. the University Library and the Law Library at UNC-Chapel Hill).

PREPARATION

Applicants must be familiar with the information and requirements in the **General Information & Provisions** document. The document contains essential information such as: additional factors that may be taken into account in the review of all grant applications; selection of applications for funding; timelines; submission instructions; grant payment procedures; and legal requirements.

<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs12-13.pdf>

Applications must be user-focused and clearly justified. Prior to applying for this grant, prospective applicants shall have:

- Clearly identified user need(s) for services or resources that can be addressed with the aid of technology.
- Determined how the proposed project will address these user needs.
- Established that the project is consistent with the library's mission and goals.
- Developed a user-centered evaluation process to determine the success of the project.

APPLICATION PROCESS

- EZ Grants require a complete application that must be received at the State Library by 5:00 p.m. on February 16, 2012.
- Project Grants require a two-step process:
 - 1) A Letter of Intent that must be received at the State Library by 5:00 p.m. on November 8, 2011.
 - 2) A complete application must be received at the State Library by 5:00 p.m. on February 16, 2012.See details in #3 of the *General Information & Provisions* document at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs12-13.pdf>.
- Project Grant applicants may want to consider a Planning Grant. These are available to assist libraries that have not completed the needs assessment and project planning necessary for a successful Project Grant application and implementation. See the Planning Grant guidelines and Section #2 of *General Information & Provisions* document. Applicants receiving a Planning Grant are not guaranteed funding for a subsequent Project Grant.
<http://statelibrary.ncdcr.gov/lsta/lsta.htm>

FUNDS

These grants are supported by Library Services and Technology Act funds awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services.

EZ Grants – The maximum amount that may be requested is \$25,000; the minimum is \$2,500.

Project Grants – The maximum amount that may be requested is \$100,000 for a single library system, and \$150,000 for a collaborative project of multiple library systems. The minimum amount that may be requested is \$25,000. Any costs above the maximum award are the responsibility of the lead library and partners.

MATCHING FUNDS

Matching funds are required and must be clearly documented in the application.

- The match may come from any combination of local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). Federal funds and local administrative overhead costs may **not** be used as match.
- Matching funds must be spent for the same types of allowable expenditures as the grant funds.
- The source(s) of matching funds must be clearly identified in the grant application.
- Matching funds must be available at the time a funded library signs the grant agreement.
- Matching funds must be spent during the same allowable expenditure period as the grant funds.

No expenditures of either grant funds or local matching funds may be made until library representatives and the State Librarian have signed the grant agreement.

EZ Grants – The local match must equal a minimum of 25% of the grant amount requested. The match is a 1 to 4 ratio of matching funds to grant funds. For example, if the grant amount requested is \$10,000, the local match must be at least \$2,500; thus the total project cost will be at least \$12,500 (\$10,000 + \$2,500 = \$12,500).

Project Grants – The local match must equal a minimum of 25% of the grant amount requested. The match is a 1 to 4 ratio of matching funds to grant funds. For example, if the grant amount requested is \$50,000, the local match must be at least \$12,500; thus the total project cost will be at least \$62,500 (\$50,000 + \$12,500 = \$62,500).

- Project Grant matching funds may be a combination of cash and staff salary and benefits.
- Salary and benefits for existing staff who will work with the project may be used for up to 25% of the required local match. Applicants must indicate the role of staff member(s) with regard to the project, must provide hourly pay rate x number of hours the staff will work on the project, and benefits calculations separately (not as a lump sum).

ALLOWABLE EXPENDITURES

- Technology such as equipment, software, and network infrastructure
- One time wiring and installation costs
- Furniture that is crucial to the success of the project
- Training for library staff
- Salaries and benefits for personnel hired specifically to help carry out the project (or additional hours for existing part-time staff). Applicants must indicate the role of staff member(s) with regard to the project, must provide hourly pay rate x number of hours the staff will work on the project, and benefits calculations separately (not as a lump sum).
- Other expenses that are justifiable, allowable, and needed to implement the project.

Non-technology expenditures exceeding 25% of total project costs must be thoroughly justified.

The North Carolina Office of Information Technology Services provides regularly-updated minimum standards for computer purchases. Applicants may use these standards as a guideline for their proposed purchases in this grant program.

http://www.scio.nc.gov/library/pdf/itVolumePurchasing/Standard_Configurations_for_PC.pdf

Note: procurement transactions must be conducted in a manner that provides full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

UNALLOWABLE EXPENDITURES

- Equipment for placement in a facility that does not meet the definition of an eligible library
- Ongoing expenditures (subscriptions, utilities, Internet access, or other services)
- Entertainment or social events
- Administrative “overhead” or indirect costs
- Wages and benefit supplements/reimbursements for existing full-time employees

SELECTION CRITERIA

To be eligible for consideration, grant applications must be received in the Library Development Section Office by 5:00 p.m. on the due date. The following will be used to determine priority for funding among the eligible applications.

- The project must be user-centered, not library-centered.
- User need(s) for services or resources that can be addressed with the aid of technology must be clearly identified.

- The proposed equipment must be justified, appropriately evaluated, and shown to benefit library users.
- Reviewers will consider the degree to which the problem(s) will be addressed by the proposed project.
- The evaluation process to measure the success of the project must be user-centered.

QUESTIONS?

Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, State Library of North Carolina at 919-807-7423 or raye.oldham@ncdcr.gov.

APPENDIX A

DEFINITIONS OF QUALIFYING LIBRARIES

These definitions are from North Carolina's *Library Services and Technology Act Five-Year Plan 2008-2012* (<http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>).

State Agency Libraries: Libraries that are part of a state government agency, including libraries that serve staff and residents of rehabilitative and correctional institutions.

Special Libraries: Libraries operated by professional, scientific, or trade associations, governments, hospitals, or other organizations, agencies, or institutions primarily to serve their own specialized clientele. A special library must be willing to share resources either through public access on site or through interlibrary loan within the state.

A library meeting one of the above definitions must first meet these broad policy guidelines for eligibility to apply for LSTA funds.

- Every library or organization defined as eligible to apply for LSTA funds must be either publicly funded (receive at least 51% of its operating funds from tax dollars) or not-for-profit (recognized as tax-exempt by the Internal Revenue Service).
- An eligible school library must be headed by a full-time certified school media coordinator. Other eligible libraries must be headed by a trained library professional with a master's degree in library and information science from a graduate library education program accredited by the American Library Association or by a regional accrediting organization.
- Every eligible library must have a cataloged collection of information resources, designated space, a materials budget, and be open a minimum of 20 hours per week.
- Collaborative projects require one partner to be designated as the "lead" library to accept and administer the grant. The lead library in a collaborative project must meet all eligibility requirements.